

# MyVector – Senior Rater Software User Guide

5 Jul 2016

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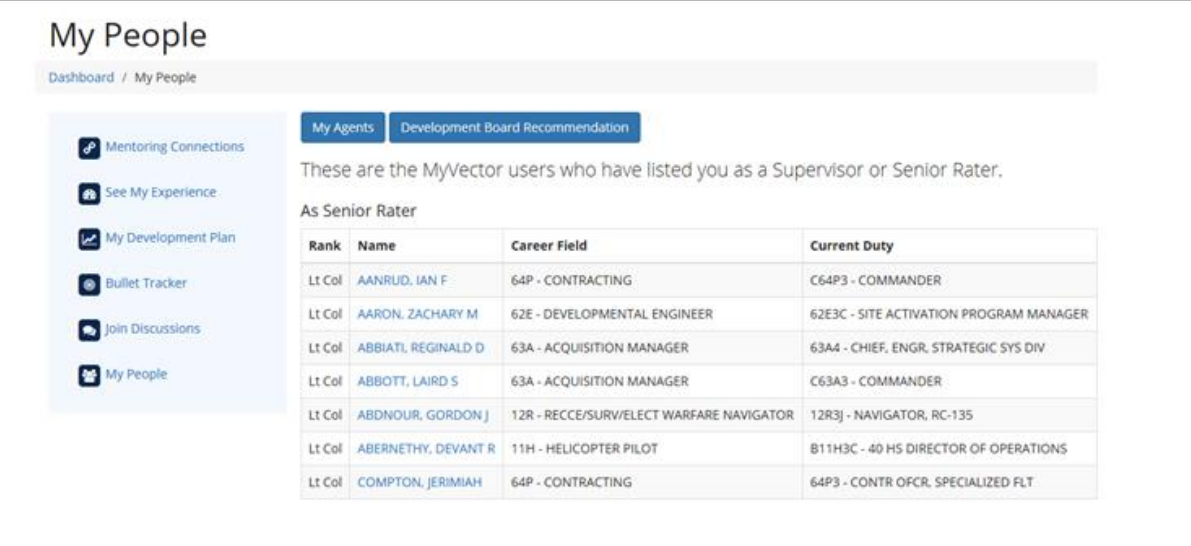
## 1.0 Overview

The purpose of this document is to provide an overview of the Senior Rater's capabilities within the MyVector application. A person is identified as a Senior Rater of an individual within application (in the upcoming months this will be automated for Active Duty users via the updates to the interface with the Air Force Promotion Management System and the Military Personnel Data System within the MyVector application).

**NOTE:** This is the first part of managing Developmental Education Boards for Senior Raters. There will be more capability developed over the next few months as we are going through this process in incremental builds. If you have feedback on the existing functionality, then please contact Capt Thomas McNitt at HAF/A1DI or submit a Help Desk ticket within MyVector.

## 2.0 My People

The selection of "My People" from the side Menu will guide you to the page shown in Figure 2.0.1. Here you will be able to view individuals who have identified you as their Supervisor and/or Senior Rater. You will also be able to review a summary of the individual's experience, current assignment, and current rank/date of rank by clicking on the highlighted name (See Figure 2.0.2).



**My People**

Dashboard / My People

**My Agents** **Development Board Recommendation**

These are the MyVector users who have listed you as a Supervisor or Senior Rater.

**As Senior Rater**

Rank	Name	Career Field	Current Duty
Lt Col	AANRUD, IAN F	64P - CONTRACTING	C64P3 - COMMANDER
Lt Col	AARON, ZACHARY M	62E - DEVELOPMENTAL ENGINEER	62E3C - SITE ACTIVATION PROGRAM MANAGER
Lt Col	ABBIATI, REGINALD D	63A - ACQUISITION MANAGER	63A4 - CHIEF, ENGR, STRATEGIC SYS DIV
Lt Col	ABBOTT, LAIRD S	63A - ACQUISITION MANAGER	C63A3 - COMMANDER
Lt Col	ABDNOUR, GORDON J	12R - RECCE/SURV/ELECT WARFARE NAVIGATOR	12R3J - NAVIGATOR, RC-135
Lt Col	ABERNETHY, DEVANT R	11H - HELICOPTER PILOT	B11H3C - 40 HS DIRECTOR OF OPERATIONS
Lt Col	COMPTON, JERIMIAH	64P - CONTRACTING	64P3 - CONTR OFCR, SPECIALIZED FLT

Figure 2.0.1 – My People

My People

Dashboard / My People

Mentoring Connections

See My Experience

My Development Plan

Bullet Tracker

Join Discussions

My People

My Agents

Development Board Recommendation

These are the MyVector users who have listed you as a Supervisor or Senior Rater.

As Senior Rater

Rank	Name	Career Field	Current Duty
Lt Col	AANRUD, IAN F	64P - CONTRACTING	C64P3 - COMMANDER
Lt Col	AARON, ZACHARY M	62E - DEVELOPMENTAL ENGINEER	62E3C - SITE ACTIVATION PROGRAM MANAGER
Lt Col	ARRIATI, REGINALD D	63A - ACQUISITION MANAGER	63A4 - CHIEF ENGR. STRATEGIC SYS DIV

Record for Lt Col AANRUD, IAN F

Career Experience

Officer Development Plan - Preferences

Officer Development Plan - Intent

Officer Development Plan - Developmental Education

Individual Career Experience Report

Lt Col IAN F AANRUD

Career Field: 64P - CONTRACTING

Development Team Management Group: None Available

Duty History

Military History

21 Jun 2008	COMMANDER, C64P3 31 CONTRACTING SQUADRON, AVIANO US AIR FORCES, EUROPE	Regular AF
07 Aug 2007	IDE STUDENT, ACSC, 9250 AIR CMD/STAFF COLLEGE, MAXWELL AIR EDUCATION AND TRAINING COMMAND	Regular AF
18 Jul 2006	COMMANDER, 379 ECONS, C64P3 9 AIR FORCE AIR FORCE, AL VORID AB AIR COMBAT COMMAND	Regular AF
01 Dec 2004	CHIEF, CONTRACTING FORCE DEVL, R64P4 AF MATERIEL COMMAND, WRIGHT PATTERSON AIR FORCE MATERIEL COMMAND	Regular AF

Figure 2.0.2 - User Profile – Individual Information

### 3.0 Accessing Developmental Education Boards

As a Senior Rater of an officer meeting the Developmental Education Board, you will be able to navigate to the board management area either via the side menu function (See Figure 3.0.1) or via the notification on your dashboard (See Figure 3.0.2). **NOTE: Board Recommendations notification on the dashboard is only available when there is a current active board which requires you to make a recommendation on individuals meeting that board.**

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MyVector User Guide – Senior Rater User

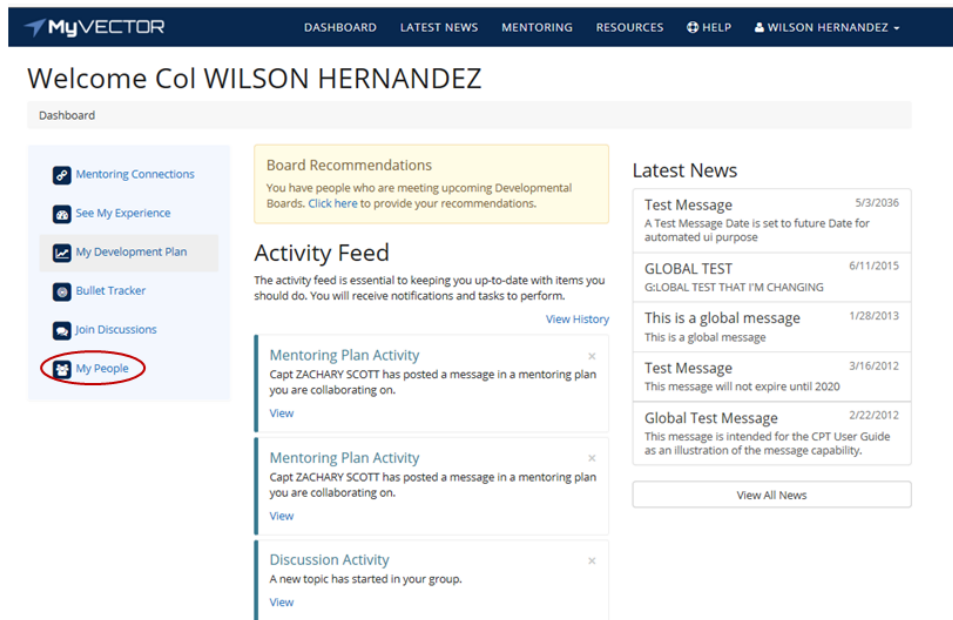


Figure 3.0.1 - Accessing My People

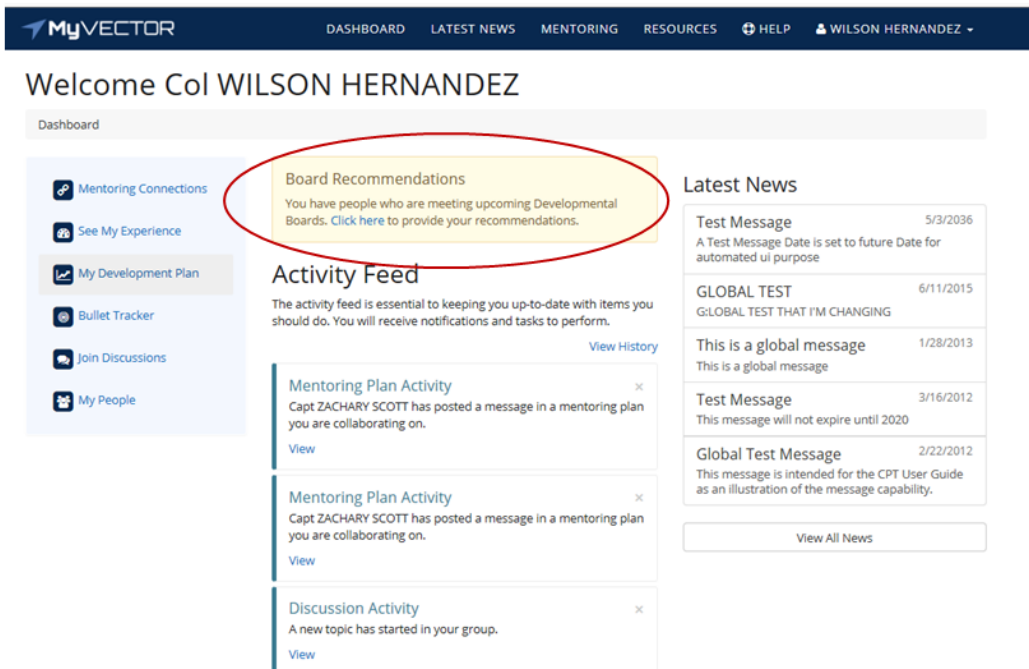


Figure 3.0.2 – Dashboard Notification

## 4.0 Board Recommendations

Within the board recommendations area, you will be able to see current and past boards for which you had people meeting in which you were the Senior Rater. The current boards area provides an overview of the board name, board type and the number of your people meeting the board (Figure 4.0.1).

Development Board Recommendation

Dashboard / My People / Board Recommendation

**Current Developmental Education Boards**

You have individuals eligible to meet the boards listed below. You will be able to input your recommendations between the Members Development Plan Submission Date and the Senior Rater Suspense Date displayed for each board. Please select the board you would like to access.

**DE17ID - DE17ID Ewin** My People: 0

Board Type: Officer - Active Duty  
Member Development Plan Submission Date: 5/6/2017  
Senior Rater Suspense Date: 5/6/2017

**Past Developmental Education Boards**

These are boards which you have provided input as a Senior Rater within the past year.

**eah123 - test** My People: 1

Board Type: Officer - Active Duty  
Senior Rater Suspense Date: 4/26/2016  
Public Release Date: Not Specified

Figure 4.0.1 – Board Recommendation Information

By selecting the board's name hyperlink, you will be navigated to a roster of your people eligible to meet the board. In this area you will be able to nominate your Selects and Candidates so they will be able to meet the Central Board and view the individual's record. There is a restriction on the number of Candidates that you are allowed to nominate and the system will prevent you from exceeding this number (Figure 4.0.2).

FODEZE17ID - DE17ID Ewin

Dashboard / My People / Board Recommendation / People Meeting Board

**People Meeting Board**

You are working on the FODEZE17ID - DE17ID Ewin. The following people are eligible for this board who have you as their Senior Rater. Your first step is to nominate those individuals you would like to meet the Central Board.

**Line Air Force**

You have used 0 of your 1 allowed Candidate nominations. You may nominate any number of Selects.

Status *	Grade	Name *	Looks	Nominate
Select	Lt Col	COMPTON, JERIMAH	5	<input type="button" value="Yes"/> <input type="button" value="No"/>
Candidate	Lt Col	AANRUUD, VAN F	1	<input type="button" value="Yes"/> <input type="button" value="No"/>

25 items per page 1 - 2 of 2 items

**Medical Officers**

You have used 1 of your 1 allowed Candidate nominations. You may nominate any number of Selects.

Status *	Grade	Name *	Looks	Nominate
Select	Lt Col	ABONHOUR, GORDON J	5	<input type="button" value="Yes"/> <input type="button" value="No"/>
Candidate	Lt Col	AARON, ZACHARY M	4	<input type="button" value="Yes"/> <input type="button" value="No"/>

25 items per page 1 - 2 of 2 items

Figure 4.0.2 – Nominate / Do Not Nominate Officer to meet Central Board

Once you have nominated your candidates you will have the ability to view their vectors (See Figure 4.0.3). Here you will be able to modify the order and also add/remove vectors for your recommendation.

FODEZE17ID - DE17ID Ewin

Dashboard / My People / Board Recommendation / View Vectors

Mentoring Connections

See My Experience

My Development Plan

Bullet Tracker

Join Discussions

My People

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6

Nominate People

View Vectors

Provide Comments

Stratify Nominees

Not Nominated Review

Final Review

View Vectors

The initial view of vectors for your nominated individuals is based on their specific preferences. You are able to modify the order and also add / remove vectors for your recommendation. The individual's preferences will still display to the board within their plan.

Line Air Force

Name

Status

Lt Col AANRUD, IAN F

Candidate

Air Command and Staff College

Advanced Study of Air Mobility (ASAM)

Air Command and Staff College (Political-Military Affairs Strategist)

Air Force Legislative Fellows

Air Force National Lab Tech Fellows Program (Argonne Natl Lab)

Lt Col COMPTON, JERIMIAH

Select

Air Force National Lab Tech Fellows Program (Oak Ridge Natl Lab)

Army War College

Center for Strategic & International Studies

French War School

Advanced Study of Air Mobility (ASAM)

Figure 4.0.3 – View Vectors

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MyVector User Guide – Senior Rater User



After nominating your respective candidates, you as the Senior Rater will have the opportunity to enter comments for each of your nominees (See Figure 4.0.4). For each individual you are able to enter text in the comment box – select Save upon completion. You are allowed to cut and paste from another document in to this area.

*Figure 4.0.4 – Provide Comments on Nominees*

You are also able to view a nominee’s record information by clicking on the view individual report icon. When you select this Icon, you will be navigated to a personal view of the individual with the ability for you to make your nomination decision and comments on this page (Figure 4.0.5).

FODEZE17ID - DE17ID Ewin

Dashboard / My People / Board Recommendation / Provide Comments

Mentoring Connections

See My Experience

My Development Plan

Bullet Tracker

Join Discussions

My People

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Nominate People

View Vectors

Provide Comments

Stratify Nominees

Not Nominated Review

Final Review

Provide Comments

You have nominated the following individuals for this board. In this Section, please provide a Vector (Indicating what school(s) the officer should attend), your Rationale (Indicating why particular school(s) should be selected) and additional Comments (e.g. Emphasis / push for school, follow-on duty envisioned, etc.). You may sort the list by Name, Status (Select/Candidate), or Comments (complete/incomplete).

Medical Officers

Name

Status

Comments

Lt Col AARON, ZACHARY M

Last Update: Never

Rationale and Comments

Candidate

Lt Col ABDNOUR, GORDON J

Last Update: Never

Rationale and Comments

Select

Board Recommendation for Lt Col AARON, ZACHARY M

Nominate: ☒ Yes ☐ No

Vectors

Air Force National Lab Tech Fellows Program (Oak Ridge Natl Lab)

Army War College

Center for Strategic & International Studies

French War School

Advanced Study of Air Mobility (ASAM)

Rationale and Comments

100 characters remaining

Save Cancel

Career Experience

Officer Development Plan - Preferences

Officer Development Plan - Issues

Officer Development Plan - Developmental Education

Individual Career Experience Report

Lt Col ZACHARY M AARON

Career Field: 62E - DEVELOPMENTAL ENGINEER

Development Team Management Group: 81X

Duty History

Military History

30 Jun 2010

SITE ACTIVATION PROGRAM MANAGER, 62E3C

ELECTRONIC SYSTEMS CENTER HANSCOM

AIR FORCE MATERIEL COMMAND

No Experience Could be Reported

Regular AD

07 Mar 2010

SITE ACTIVATION PROGRAM MANAGER, 62E3C

910 ELEC SYS GROUP, HANSCOM

AIR FORCE MATERIEL COMMAND

No Experience Could be Reported

Regular AD

Figure 4.0.5 – Individual Record Report for Recommendation and Comments

You are able to navigate to different parts of the person’s record and enter your comments at the top of this page. Select Save to save your comments and Close to return to the roster.

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MyVector User Guide – Senior Rater User

After entering the comments, it is time to move to the next step of the process, stratifying your nominees. Select the “Stratify Nominees” button in the upper right hand corner. Within each competitive category you will have the opportunity to rank order your nominees. Simply click the nominees name in order of stratification. If you need to reorder, simply use the up and down arrows on the stratification list. Note: The #1 nominee should be at the top their category (See Figure 4.0.5)

**FODEZE17ID - DE17ID Ewin**

Dashboard / My People / Board Recommendation / Stratify Nominees

1 2 3 4 5 6  
Nominate People View Vectors Provide Comments **Stratify Nominees** Not Nominated Review Final Review

**Stratify Nominees**

Below are all of your nominees for this board by Competitive Category. In this section, please rank order your nominees in each category with your #1 nominee on top in each of the categories.

**Medical Officer**

No nominees added.

**Judge Advocate General**

No nominees added.

Figure 4.0.6 – Stratify Nominees

After you stratify your nominees, you will have the option to input comments for candidates you did not nominate. These comments are optional and for your record (See Figure 4.0.7).

FODEZE17ID - DE17ID Ewin

Dashboard / My People / Board Recommendation / Review People Not Nominated

Mentoring Connections

See My Experience

My Development Plan

Bullet Tracker

Join Discussions

My People

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Nominate People

View Vectors

Provide Comments

Stratify Nominees

Not Nominated Review

Final Review

Review Not Nominated

You have not nominated the following individuals for this board. In this Section, you may review and provide any optional comments you wish on these individuals for the record. You may make changes by accessing a person's record or navigating to another step of the process. You may sort the list by Name, Status (Select/Candidate), or Comments (complete/incomplete).

Line Air Force

Name

Status

Comments

Lt Col AANRUD, IAN F

Last Update: Never

Rationale and Comments

Candidate

550 characters remaining

Save

Cancel

Lt Col COMPTON, JERIMIAH

Last Update: Never

Rationale and Comments

Select

550 characters remaining

Save

Cancel

Figure 4.0.7 – Not Nominated - Comments

The last step is to authorize your input for final submission. Click the “Final Review” option and you will be navigated to a board summary page. On this page you will be able to review your comments and stratification order on all of your nominees (See Figure 4.0.7). Once you are satisfied with your input you will submit the board by selecting the “Submit Board Recommendations” option.

FODEZE17ID - DE17ID Ewin

Dashboard / My People / Board Recommendation / Final Review

Mentoring Connections

See My Experience

My Development Plan

Bullet Tracker

Join Discussions

My People

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Nominate People

View Vectors

Provide Comments

Stratify Nominees

Not Nominated Review

Final Review

Final Review and Recommendations Submission

This is a summary of your Nominations, Comments, and Stratification order for this board. If this information is correct the Senior Rater may submit the recommendations for final review so that no further changes can be made. Otherwise you may return to the previous pages to continue making changes to the board.

Submit Board Recommendations

Medical Officer

Lt Col AARON, ZACHARY M, Candidate

Last Update: Never

Unstratified

Air Force National Lab Tech Fellows Program (Oak Ridge Natl Lab)

Army War College

Center for Strategic & International Studies

French War School

Advanced Study of Air Mobility (ASAM)

No Comments Provided

Figure 4.0.8 – Final Review

## 5.0 My Agents

As a Senior Rater, you will be able to assign agents to act on your behalf for Developmental Education Boards. These agents will be able to have all the functionality as you have up to Selecting the “Finalize Board” option. To assign a person as an Agent, you will navigate through the “My People” section (Figure 5.0.1).

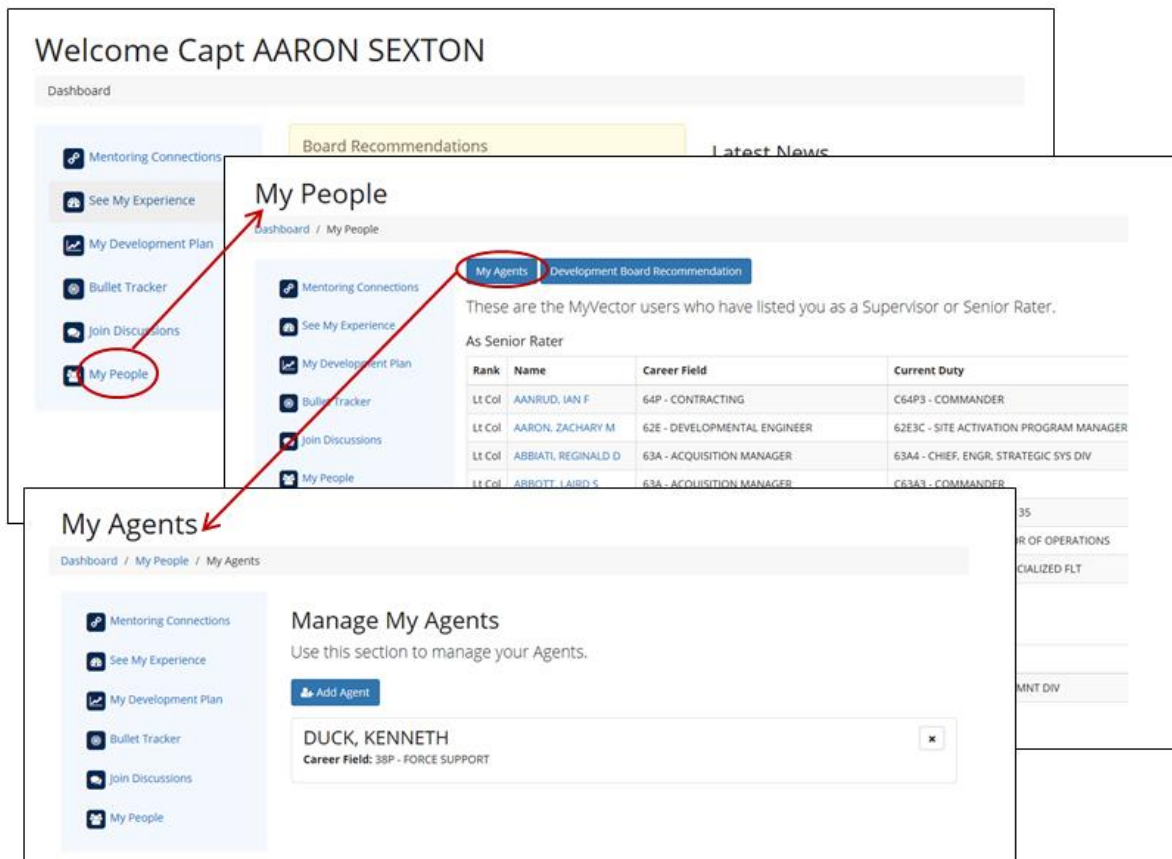
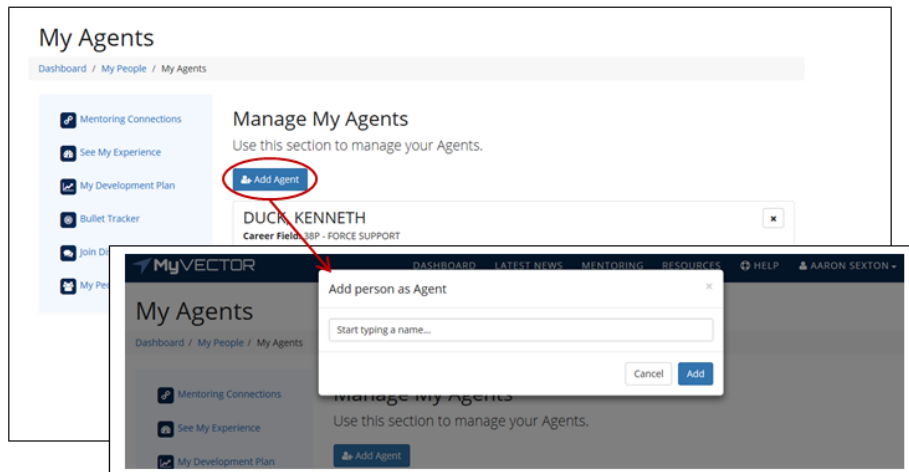


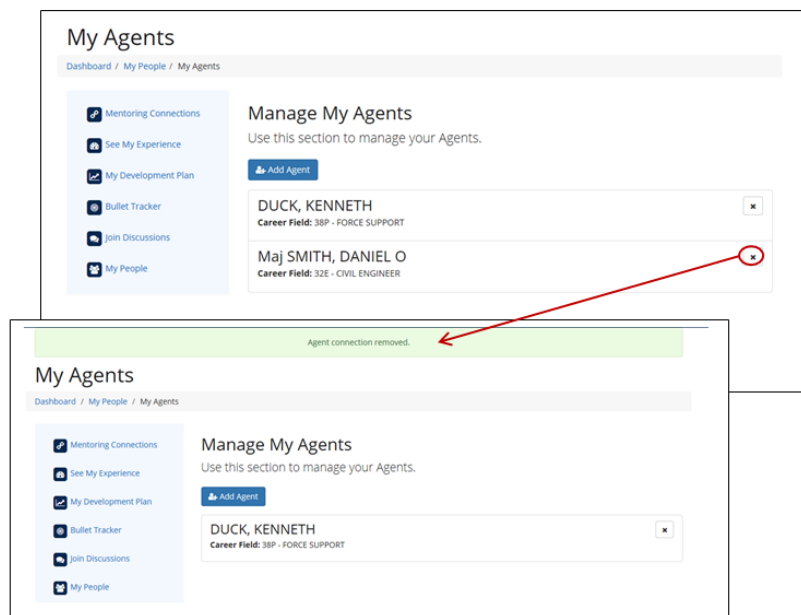
Figure 5.0.1 – My Agents

You can add an agent by clicking the “Add Agent” button. An add person window will display, you will start typing the last name of the individual you would like to add. The system will prepopulate the screen of registered MyVector users that meet the criteria. Select the desired individual and click “Add” (See Figure 5.0.2).



*Figure 5.0.2 – Adding an Agent*

If you would like to remove an individual as an agent, select the “X” and the system will display a confirmation message indicating agent has been removed (See Figure 5.0.3).



*Figure 5.0.3 – Removing an Agent*

## 6.0 Senior Rater Agent

If you have been selected to be an Agent for a Senior Rater, then you will be able to act on the Senior Rater's behalf for Developmental Education Boards. You are referred to Section 4 of this User Guide for the capabilities that you will have. As an Agent you will be able to accomplish all activities for the Senior Rater through the final submission to the board.